

GIS ANALYST – PUBLIC SAFETY

GENERAL RESPONSIBILITIES

Works with Department of Public Safety and other local, state and federal agencies in Geographic Information System (GIS) data creation and maintenance; training, problem solving, analysis and miscellaneous projects; oversees all aspects of County addressing efforts.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Work with Department of Public Safety staff to determine use and need of GIS software as a daily tool for improved efficiency of operations
2. Perform daily operations related to management and maintenance of Emergency Communication Center dispatch maps and associated databases
3. Oversees all aspects of County addressing efforts; determines & assigns appropriate addresses, approves new street names, investigates & mitigates issues with existing addresses; coordinates these efforts with municipalities.
4. Coordinate source data between county agencies and related sources
5. Create, update, and maintain accurate critical basic GIS feature classes for County GIS users; including emergency 911 dispatch, mass-notification, Fire/EMS, emergency management and law enforcement applications
6. Perform training for users in Public Safety
7. Maintain up-to-date knowledge of GIS software and hardware methods, trends and techniques
8. Create, coordinate and maintain mapping projects
9. Represent the County and participate in local and regional GIS collaboration organizations and groups
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Geography, Cartography, Computer Science, Civil Engineering, or related field with courses in Geographic Information Systems and computer mapping
2. Minimum one year experience in operation and application of Geographic Information Systems
3. Experience in emergency services preferred

A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Read, analyze, and interpret technical information
2. Respond to inquiries or complaints from employees and county agencies
3. Write reports, correspondence, and other required documentation

4. Present information to management, user groups and/or agencies, and third party vendors
5. Define problems, collect data, establish facts and draw valid conclusions
6. Possess ability to perform GIS data maintenance, utilize Global positioning equipment, and make field observations at off-site locations
7. Use computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment
3. Geographic Information Systems Professional (GISP) certification preferred